

CHAPTER 2

Procedures

2-100 Establishing an AFRTS Outlet

1. In accordance with the policies established herein, a shore based AFRTS outlet (radio and/or TV) may be proposed anywhere outside the CONUS where U.S. military personnel are stationed on permanent duty, if a valid requirement for such a communication medium can be demonstrated and concurrence of the host-government can be obtained.

2. When a decision has been made to request an AFRTS outlet, the local Commander shall forward the request, through the chain of command, to the Military Department Broadcasting Service that has geographic area responsibility. The Broadcasting Service headquarters shall then determine whether funds, personnel, equipment, and administrative and logistic support can be made available for establishing the outlet before endorsing the request and forwarding it to Director, AFIS, for approval or disapproval. Each request shall include the following supporting data in the following order: (a) Broadcasting Service forwarding letter with recommendation, (b) Letter of Request from local Commander, (c) Chain of Command endorsements, (d) items 3a. through k., below- While initiating and forwarding the request, the local Commander must also keep the appropriate Unified and/or Specified Command advised.

3. Any request for establishing an AFRTS outlet (Radio, Television, Mini-TV, Mini-TV Share, SATNET) must contain the following information:

a. Number of military personnel (by branch of Service), DoD civilian personnel, and family members who will benefit by receiving AFRTS programming.

b. Amount and format of English language radio or TV presently available, if any.

c. Designation of the military activity that will exercise immediate control over the outlet.

d. Proposed capability of outlet and physical location (give global map coordinates if possible and detail any security considerations). Also provide proposed power output and antenna radiation pattern, if radiating.

e. Staffing plan for the outlet, according to appropriate workload standards, including the number of military and civilian personnel required for operating and maintaining the outlet.

f. Financial plan -- estimated cost of initial equipment, who will fund program start-up costs, estimate of annual physical facility and/or utilities costs, estimate of annual operation and/or maintenance costs, plus a copy of the DD-2137 Resources Addendum. Because of the DoD move to the bi-annual budgeting cycle, the requesting Major Command must be prepared to pay start-up and operating funds for 2-3 years, until the geographical area manager can budget for such requirements at the next available opportunity.

g. Desired "on-air" date.

h. Copy of frequency allocation authorization or other suitable documentation, if radiating a signal.

i. Copy of agreement with the host-government. If a formal written agreement has not yet been negotiated, a Memorandum of Understanding (MOU) or Record from the U.S. Embassy or U.S. Country Team will suffice.

j. Appropriate documentation in compliance with DoD Directive 4100.15, and DoD Instruction 4100.33 (references (c) and (d)), when applicable.

k. A completed form DD-2137, AFRTS Outlet and/or Network Registration.

1. In the event the command requesting an outlet desires AFRTS service before funding and personnel can be obtained through the Program, Planning, Budgeting System process by the geographical manager, the requesting command is responsible for providing such resources including those for all authorizations (military and civilian).

4. . In considering any request for a new outlet, the following criteria shall apply:

a. An outlet in a foreign country shall abide by all existing treaties, agreements , or regulations. Outlets located where rules of the FCC apply shall not cause interference, as determined under the rules of the FCC, to any commercially licensed broadcast station.

b. An outlet normally shall not operate in the United States. Exceptions will be based on the physical location of the installation/activity requesting service and the availability of existing commercial English language radio and television service. These exceptions will be considered on a case-by-case basis if it is determined by the requesting organization and the appropriate Military Department Broadcasting Service that a valid requirement exists.

c. An outlet shall not be established when English language commercial, public, or Government radio and/or television programs are adequate. The Director, AFIS, will make the final determination of adequacy based upon recommendations from the requesting command and the Military Department Broadcasting Service involved. .

5. For new outlets requiring AFRTS program materials, the Military Department Broadcasting Services shall furnish the Director, AFIS, and the appropriate Unified and/or Specified Command, an advisory at least 90 days prior to the planned "on-air" date, and an updated advisory 30 days prior to the firm "on-air" date.

6. While the AFRTS Broadcast Center is responsible for financing programming services, funds may be provided to AFRTS-BC for new programming services requested by the Military Departments (Broadcasting Services). Normal bi-annual budgeting policy is for the requesting Military Department to provide funds for programming services for the first 2-3 fiscal years (prorated for

anything less than a full calendar year in the first fiscal year), until the AFRTS-BC can assume the programming costs.

2-101 Establishing outlets for USN and Military Sealift Command (MSC) Ships

1. The above procedures are not applicable in requesting AFRTS outlets for U.S. Navy ships. By prior agreements between the Navy and ASD(PA), since no host-governments or frequencies are involved, every U.S. Navy ship (including submarines), automatically becomes an AFRTS outlet as soon as one of the family of SITE (Shipboard Information, Training, and Entertainment) closed circuit television systems is installed on board the ship. AFIS must be an information addressee on the initial "on-air" message for each newly commissioned ship. This message becomes the source document for determining affiliation and "start-up" of AFRTS services. The NAVBCSTSVC supervises SITE installations and programming start-up and circuiting for Navy ships. For radio programming, the AFRTS Radio Tape Service (RTS) is made available to deployed Navy ships.

2. Military Sealift Command ships with military personnel assigned to their crews are eligible to become AFRTS Mini-TV outlets. MSC requests for Mini-TV service, playback equipment, and program materials are processed and supervised by the NAVBCSTSVC. AFIS must be an information addressee on the initial "on-air" message for each ship. This message becomes the source document for determining affiliation and "start-up" of AFRTS services.

2-102 Establishing an AFRTS Mini-TV Outlet

1. An AFRTS Mini-TV outlet varies somewhat in mission, establishment procedures, and operation from staffed outlets described in Article 2-100, above. The principal audience for AFRTS is made up of members of the Department of Defense and their family members serving overseas. Authorization for service is based solely on the need for service at any location. For Embassy locations, there is no objection to sharing the service with Department of State personnel.

a. The Mini-TV outlet is designed for those remote and isolated areas where a low-cost, self-contained, non-radiating system would meet the requirements of a small authorized audience.

b. The daily operation of a Mini-TV outlet differs because no additional personnel are assigned. All program scheduling and maintenance is handled by activity personnel. Equipment can be returned to a central maintenance facility in accordance with the circuit manager's instructions. Standard programming and operating procedures are delineated in Appendix G, the Mini-TV Outlet Controller's Operating Procedures.

c. Originally, Mini-TV outlets were defined as systems to be used only in a common viewing area such as a dayroom, wardroom, service club, etc. The only exception was to request additional "share sites" which share the AFRTS programming with the primary Mini-TV outlet without delaying the programming through the circuit. Share sites should not exceed two per primary outlet to prevent excessive tape wear and delay to the programming circuit.

d. A modification of the definition in paragraph 1.c., above, has allowed for "dispersed" viewing of the programming material. This mode of operation came as a result of locations without a common viewing area, or where, because of security reasons, gathering the audience in a common viewing area would be undesirable. Under this concept, the primary outlet can be operated in such a manner that viewing takes place in multiple locations with the program tapes checked in and out from a single point. The parameters for requesting this type of outlet are:

(1) Approval for the Mini-TV service involving dispersed viewing shall be on a case-by-case basis by AFIS.

(2) Mini-TV service for dispersed viewing shall only be approved for locations where there cannot be a common viewing area or security conditions make common viewing undesirable.

(3) A responsible custodian must be identified to check tapes in' and out to authorized viewers. The name, title, address, and telephone number of the custodian must be included in the request for approval. Additionally, each successive custodian must be identified to AFIS and the appropriate circuit manager in the same manner.

(4) The Mini-TV program package must not be delayed as a result of dispersed viewing.

(5) "Share sites" shall not be approved for Mini-TV primary outlets that utilize dispersed viewing.

e. Funding for initial equipment and the first 2-year period of programming start-up costs is provided by the activity requesting Mini-TV affiliation.

2. Although the Geographic Area Managers (see Appendix B) have responsibility throughout the world, only the Navy and the Air Force have oversight responsibility for Mini-TV.

a. The Navy manages the Mini-TV program in North, Central and South America while the Air Force manages Mini-TV in the rest of the world.

b. All establishment requests for Mini-TV outlets are to be forwarded via the chain of command to the following organizations:

(1) Navy Broadcasting Service Detachment Los Angeles is the circuit manager for North, Central, and South American locations;

(2) Air Force European Broadcasting Squadron is the circuit manager for locations in Europe, Western Asia and Africa; and,

(3) Air Force Pacific Broadcasting Squadron is the circuit manager for locations in Eastern Asia and the Pacific Basin.

c. Defense Attache Offices' (DAOs) requests shall also be forwarded via the appropriate Geographic Area Manager and circuit manager prior to AFIS.

AFIS shall staff each DAO request with the appropriate headquarters-level office in Washington, D.C.

d. The Mini-TV circuit managers review and ensure all applications are complete, accurate, and forwarded through their appropriate Broadcasting Service to the Director, AFIS, for approval. The content of the establishment applications is similar to that contained in Article 2-100.3, above, with the exception of those items pertaining to radiating a signal and assigned AFRTS **personnel**. Each of the Mini-TV circuit managers shall provide specific application guidelines upon request.

e. Upon approval of a Mini-TV outlet, the appropriate Mini-TV circuit manager shall coordinate with the requesting activity to obtain the required VCR(s) and television receiver(s); coordinate with the AFRTS Broadcast Center in Los Angeles to start all authorized programming shipments; and, act as the Mini-TV outlet's circuit manager on a continuing basis.

3. An additional program service is available for those locations that are currently or will be served by a Mini-TV outlet and those locations that are not served by an AFRTS facility. This service is a version of the AFRTS Satellite Network (SATNET) that will require no additional personnel. AFRTS SATNET provides live news, information, and sports programming in addition to entertainment programming included in the Mini-TV weekly programming package. See Appendix F, "AFRTS Program Materials," for a description of SATNET programming services.

a. Provided the following conditions are met, activities served by current or future Mini-TV outlets can request AFRTS SATNET affiliation from AFIS via the Geographic Area Manager. In addition, USDAO requests shall be coordinated with appropriate headquarters-level offices by AFIS.

(1) Placing or building an earth station at the required location and receipt of the AFRTS signal is in concert with local and international (INTELSAT) agreements.

(2) The downlink site shall be recognized as an unmanned affiliate AFRTS SATNET location.

(3) The site must be registered with AFIS.

(4) The signal may not be rebroadcast. It may be used on the common viewing area Mini-TV system or an in-house cable distribution system designed to serve an authorized DoD audience.

(5) The funding for the earth station and associated installation costs is provided by the activity requesting the affiliation.

b. The requesting activity must provide to the Geographic Area Manager, with a copy to AFIS, an official mailing address and point of contact for AFRTS matters. Once received, application documents shall be forwarded by the Geographic Area Manager.

2-103 Modifications of Existing AFRTS Outlets

1. With the exception of designated AFRTS mobile broadcasting stations operating in emergency military contingencies or in actual combat zones during times of war, and ships at sea, the geographic location of AFRTS outlets shall not be changed without prior approval of the Director, AFIS. The Military Department concerned shall request AFIS approval with full supportive data 90 days in advance of any proposed geographical changes, and the appropriate Unified and/or Specified Command shall be kept informed. The Director, AFIS, shall be notified when the location of a land-based mobile broadcasting station is changed.

2. Any changes or modifications to equipment that shall materially alter the type of broadcast, the broadcast coverage area, or will result in a condition contrary to any host-country agreements, shall not be made without prior approval of the Military Department concerned in coordination with the appropriate Unified and/or Specified Command. The Director, AFIS, shall be advised in advance of such proposed changes.

3. Frequency assignment parameters (frequency, emission, power, or time restrictions) shall not be exceeded without the approval of the appropriate broadcast frequency assignment authority and the Director, AFIS.

4. Requests for establishing a relay station as an AFRTS outlet shall be considered only if it is intended to relay programs from an existing AFRTS outlet.

2-104 Station Identification

1. AFRTS Networks and Stations shall:

a. Identify themselves at least once daily, and at sign-on and sign-off, as "This is the Armed Forces Radio and Television Service," and at other regular intervals as may be required to comply with international and host-country regulations. Call letters, an identifying phrase, or a television on-air logo may be used if it has been assigned by the appropriate Military Department and approved by the Director, AFIS. If call letters or an identifying phrase has not been assigned, the network or station identification shall be made as follows: "This is the Armed Forces Radio and Television Service," followed by the city or base, geographical location, or name of Navy ship. Host-governments may require the use of call letters or logos.

b. Play the National Anthem of the United States at the normal sign-on and sign-off times, if not in contravention with an existing agreement with the **host-country**. Networks and stations operating 24 hours a day shall play the National Anthem at least once a day at the most appropriate time.

2-105 Emergency Announcements

1. Appropriate Unified and/or Specified Commands shall provide written policy regarding the airing of emergency announcements. The degree of emergency and the possible effects any AFRTS emergency announcements might have

upon the host-country "shadow audience" must be carefully considered in formulating such policy. In the event the policy authorizes the airing of emergency announcements, AFRTS outlets shall broadcast such announcements only upon clearance from an appropriate local commander and the AFRTS outlet commander and/or manager, who is responsible for verifying the emergency requirement.

2. "Exercise" announcements for recall, alert, or maneuver training may be broadcast by an AFRTS station if it is determined by the Unified and/or Specified Command that these announcements shall not have an adverse impact on host-nation sensitivities or sensibilities.

2-106 Direct Communication

1. Direct Communication is authorized between:

a. Independent AFRTS outlets, AFRTS Network Commanders, the appropriate Broadcasting Service (Military Department), Unified and/or Specified Command, ASD(PA), and AFIS concerning immediate operational and policy matters. Except for immediate operational matters, AFRTS outlets which are affiliates of a Network are not authorized direct communication with Unified and/or Specified Commands.

b. AFRTS outlets, the appropriate Broadcasting Service, and the Television-Audio Support Activity (T-ASA), concerning routine supply matters, procurement actions, maintenance data, new equipment training, technical engineering advice and site engineering assistance visits.

c. AFRTS outlets, the appropriate Broadcasting Service, Unified and/or Specified Commands, and the AFRTS Broadcast Center in Los Angeles, on routine program matters, other than spot announcements, such as new programming, program complaints, satellite transmissions, program restrictions and advisories on program sensitivities. Mini-TV outlets and ships with AFRTS outlets shall channel all communications concerning programming through their appropriate circuit manager to ensure proper coordination.

d. Outlets and/or networks having any complaints about the content or scheduling of "Spot Announcements" are to relay those complaints to the Radio-TV Production Office (RTPO) in AFIS. Outlets should not take any complaints about spots directly to AFRTS-BC. They should, however, provide copies of any complaints directed to RTPO to their appropriate Broadcasting Service and to AFRTS-BC.

e. AFRTS outlets and host-country commercial or government broadcasters, with the approval of the Director, AFIS. This direct communication would be authorized for such local matters as lifting area programming restrictions and the use of satellite broadcasts.

2. All AFRTS outlets shall channel communications concerning such matters as broadcast policy, proposed changes in existing program services, outlet staffing, equipment procurement, standard operational procedures, host-command problems, manpower standards, administrative procedure problems, etc., to their appropriate Broadcasting Service, with an information copy to

the Unified and/or Specified Command when appropriate. Outlets are not authorized to contact program material suppliers unless specifically instructed to do so by AFRTS-BC. Problems that cannot be resolved at the Broadcasting Service headquarters level shall be taken to higher Military Department authority, and if necessary, to Director AFIS and/or ASD(PA) for resolution.

3. Direct communication is authorized at all times between the Broadcasting Services, the Military Department Chiefs and/or Directors of Information (Public Affairs), Unified and/or Specified Commands, and AFIS (ASD(PA)) on any AFRTS matter, and between the above and the AFRTS Broadcast Center, Los Angeles, and the Television-Audio Support Activity, Sacramento, CA, as appropriate.

4. AFRTS outlets and activities are authorized to lease commercial telex circuits and equipment due to the real time requirements of the worldwide broadcast mission.

2-107 Telecommunications

1. Established military standards for long haul (strategic) communications are to be complied with when the use of Defense Communications System facilities is anticipated. This is necessary in order to provide appropriate interface and compatibility.

2. Early planning concepts, as well as requests for establishing AFRTS facilities for broadcasting within the United States and possessions, shall be submitted through command channels to the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence (ASD(C3I))). ASD(C3I) shall effect necessary coordination with the National Telecommunications and Information Administration (NTIA) and the Federal Communications Commission (FCC), and advise on consistency with national and departmental international telecommunications policy. The ASD(C3I) shall advise the appropriate Military Department whether or not an application for frequency assignment may be processed to the NTIA.

2-108 AFRTS Audience Surveys

1. Commanders of AFRTS networks are authorized to conduct formal and informal audience surveys to ascertain audience needs and reaction to AFRTS radio and television services. Formal audience surveys shall be conducted on a scientific basis with a probability of accuracy of at least plus or minus 5 percent. Station managers of outlets not affiliated with a network are also authorized to conduct such surveys if agreed to by their appropriate Broadcasting Service. Such local surveys are supplementary to worldwide surveys conducted periodically by AFIS.

2-109 Disestablishing an AFRTS Outlet

1. At least 120 days prior to the date an AFRTS outlet is no longer needed, or whenever a host-country will no longer grant permission for the outlet to operate, the AFRTS outlet shall forward a request to disestablish to the responsible Military Department, with an information copy to the Unified and/or Specified Command. The Military Department shall coordinate with the

appropriate Unified and/or Specified Command, explaining in writing the reasons that require disestablishing the outlet and requesting concurrence of the Director, AFIS.

2. Upon receipt of AFIS concurrence, the responsible Broadcasting Service shall:

a. Notify the appropriate U.S. Embassy or U.S. Country Team of the disestablishment, forwarding a copy of the notification to the Director, AFIS, and to the Unified and/or Specified Command.

b. Advise the JCS and ASD(C3I) when FCC jurisdiction is involved.

At least 60 days prior to disestablishing, request program material disposition instructions from AFRTS-BC.

d. In coordination with T-ASA, determine equipment disposition. At least 60 days before the final on-air day, furnish equipment disposition instructions to the outlet.

e. Notify the appropriate broadcast frequency assignment authority of the disestablishment.

f. In coordination with Military Department personnel detailers, plan as far in advance as possible for the transfer and/or further assignment of all outlet personnel.

g. Have the network and/or station commander and/or manager prepare an "after-action" report on the disestablishment, to include disposition of all classified materials, program materials and equipment) transfer and/or disposition of all personnel, and lessons learned to include recommendations. Original report shall be provided to the appropriate Broadcasting Service, with copy to Director, AFIS, and the Unified and/or Specified Command.